Revision: 06/25/2014

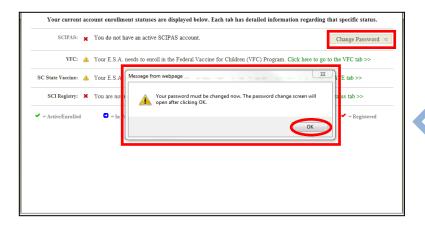
The purpose of the Quick Reference Guide for Changing a Password is to provide the user with step-by-step instructions. If questions or concerns should arise, contact the help desk at 866-439-4082 (select option 2, Immunization Registry).

Changing a Password

The user will enter his/her email address in the Username field and the temporary (or current) password in the Password field.

Click LOGIN.





Immediately upon initial login, the user is prompted to change password. Click **OK**.

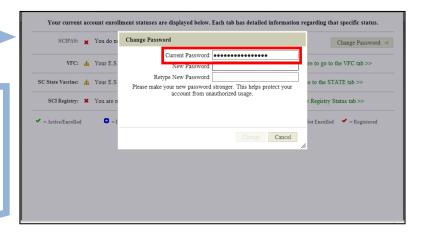
Current users may change his/her password by clicking on the CHANGE PASSWORD button.

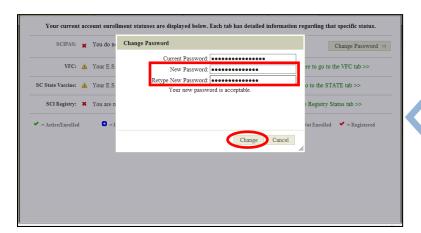
Revision: 06/25/2014

First, enter the temporary (or current) password in the **Current Password** field.

Enter **New Password** twice. Password must be at least 8 characters long and include:

- Uppercase letter
- Lowercase letter
- Symbol
- Number (minimum of 2)





The Change button will not activate until the new password meets agency password requirements.

When password has been entered twice and meets agency password requirements, click **Change**.

Window appears confirming password changed. Click **OK**.

Keep your password documented in a safe and secure place!

